King County

ADMINISTRATIVE SPECIALIST III
DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION

Power & Facilities Section
Hourly Rate Range: $18.93 - $22.88
Job Announcement: 06AB5843
OPEN: 4/12/06 CLOSE: 4/26/06

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: **201 South Jackson St., KSC-TR-0419 Seattle, WA 98104**, or hand delivered to **The Career and Employment Center** at 201 South Jackson St in downtown Seattle. Application materials must be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) ***PLEASE NOTE:*** Applications not received at the locations specified above will not be processed. Contact Adrienne Bunney at (206) 684-1087 or adrienne.bunney@metrokc.gov for further inquiries.

FORMS AND MATERIALS REQUIRED: A King County application form and data sheet, resume, letter of interest that clearly describes how you meet or exceed each of the minimum qualifications, and response to supplemental computer survey are required.

WORK LOCATION: Power Distribution, Seattle, WA

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The workweek is normally Monday through Friday, 8:00 a.m. to 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: This position will oversee coordination of the front office and provide technical and administrative support to Transit Power Distribution. Primary job duties will include:

- Support supervisor and staff with regularly occurring work assignments, special projects, activities, and information organization and dissemination.
- Utilize desk top computer and word processing, spreadsheet, Access database, and e-mail software to create, issue, process, edit and distribute a variety of routine, technical, and project specific documents such as correspondence, agendas, schedules, reports, and inventory records.
- Open and distribute mail.
- Respond to customer inquiries by researching issue, problem, or need, and problem solve by use of records, information, inquiries or referrals to assist internal and external clientele.
- Provide administrative and clerical support duties, such as front office management, general administrative support, reception desk coverage, and organization and maintenance of supervisor or team calendar.
- Compose, draft, format, proofread, and edit documents for policies and procedures, contracts, correspondence, and other forms of written communications.
- Provide support for fiscal functions, including inventorying and purchasing of supplies, preparation of travel reimbursement forms, and tracking and resolving payroll and PeopleSoft issues.
- Schedule and organize appointments, meetings, interviews, rooms, activities or calendars; contact and coordinate guest speakers for bi-weekly staff meetings; make travel or event arrangements; arrange for office equipment rental, repair and maintenance; maintain inventory and order office supplies.

- Provide training support; register attendees and email confirmations; assemble materials; organize and coordinate off-site training sessions.
- Perform other related duties as required.

QUALIFICATIONS: **Three years of increasingly responsible office or administrative support experience** including two years of independent administrative responsibility for a group or team of professional, technical or management staff. **Substitution**: **A maximum of two years** of post-secondary education in business subjects, English, liberal arts or other field related to administrative support work may substitute for one year of experience. **There is no substitution** for the required one year of experience involving independent responsibility for a broad range of administrative support activities. Other qualifications include:

- Experience and proficiency with MS Office Suite products including word processing, spreadsheet, graphics, database, e-mail and scheduling software.
- Strong oral and written communication skills, including the ability to take accurate meeting minutes and produce concise meeting summaries.
- Demonstrated skills in development and production of a wide range of written materials.
- Demonstrated ability to draft, proofread, edit, compile and finalize official and technical documents for project managers, other decision-makers and the public.
- Ability to produce work products under tight deadlines. Ability to multi-task with frequent interruptions.
- Ability to work under pressure sensitively and effectively with a diverse clientele.
- Demonstrated punctuality, dependability, and good attendance record.
- Ability to use initiative and judgment to prioritize and handle sensitive or confidential requests and inquiries.
- Ability to work independently with little oversight.
- Ability to operate and troubleshoot standard office equipment.
- Demonstrated ability to establish and maintain good working relations with coworkers, management, representatives of other agencies, elected officials and the general public.
- Experience with IBIS, or similar, financial and procurement software.
- Experience with PeopleSoft, or similar, payroll and time-keeping software.

DESIRABLE QUALIFICATIONS:

- Familiarity and experience with King County policies and procedures.
- Familiarity with King County administrative processes.

SELECTION PROCESS: Applicants will be screened be screened for qualifications based upon the clarity, completeness, content, grammar and punctuation of their application materials. Selected applicants may be invited to participate in a written administrative and/or computer exam. The most competitive candidates will be contacted for an interview.

UNION MEMBERSHIP: This position is represented by I.P.F.T.E Local 17 – Administrative Support Unit. Regular union dues will be required.

CLASS CODE: 4201300

ADMINISTRATIVE SPECIALIST III

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Complete the following Personal Computer and Application Use Survey. The information you provide on the survey will assist us in determining your computer skills, frequency of use, and your familiarity with various software applications required to perform in this position.

Spreadsheets

Microsoft Excel	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily __ Weekly __ Monthly __ Do Not Use __ Familiar With, But Do Not Use	__ Opening, Saving, Closing __ Creating/Designing Spreadsheets __ Editing Worksheets __ Formatting Worksheets __ Printing Worksheets __ Using Formulas	__ Working With Multiple Spreadsheets __ Writing And Using Macros __ Creating/Using A Worksheet Database __ Analyzing and Reporting Information __ Creating/Formatting/Printing Charts

	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
Other - Specify	__ Daily __ Weekly __ Monthly __ Do Not Use __ Familiar With, But Do Not Use	__ Opening, Saving, Closing __ Creating/Designing Spreadsheets __ Editing Worksheets __ Formatting Worksheets __ Printing Worksheets __ Using Formulas	__ Working With Multiple Spreadsheets __ Writing And Using Macros __ Creating/Using A Worksheet Database __ Analyzing and Reporting Information __ Creating/Formatting/Printing Charts

Databases

Microsoft Access	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily __ Weekly __ Monthly __ Do Not Use __ Familiar With, But Do Not Use	__ Opening/Closing Database __ Viewing/Editing/Deleting Data __ Finding And Sorting Data __ Printing Reports __ Calculating Totals __ Importing/Exporting/Attaching Data	__ Designing Databases __ Creating/Running Queries __ Creating Forms __ Creating Reports __ Creating/Using Macros __ Creating and Printing Mailing Labels

	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
Other - Specify	__ Daily __ Weekly __ Monthly __ Do Not Use __ Familiar With, But Do Not Use	__ Opening/Closing Database __ Viewing/Editing/Deleting Data __ Finding And Sorting Data __ Printing Reports __ Calculating Totals __ Importing/Exporting/Attaching Data	__ Designing Databases __ Creating/Running Queries __ Creating Forms __ Creating Reports __ Creating/Using Macros __ Creating and Printing Mailing Labels

Word Processing

Microsoft Word	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily __ Weekly __ Monthly __ Do Not Use __ Familiar With, But Do Not Use	__ Creating Documents __ Saving/Closing Documents __ Using Spell Check __ Formatting Text __ Printing Documents __ Making Tables And Columns	__ Combining Text And Graphics __ Recording/Running Macros __ Using Mail Merge Features __ Linking And Embedding __ Inserting Info From Other Sources __ Using Indexes/Tables of Contents

Other

Microsoft Outlook/Email	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily	__ Sending Messages	__ Viewing Faxes
	__ Weekly	__ Reading Messages	__ Creating Message Templates
	__ Monthly	__ Replying To Messages	__ Working With Embedded Objects
	__ Do Not Use	__ Deleting Messages	__ Finding Messages
	__ Familiar With, But Do Not Use	__ Checking Spelling	__ Creating Mail Groups
		__ Attaching Files	__ Using Folders
Electronic Calendar	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily	__ Checking Schedules	
	__ Weekly	__ Scheduling Meetings	
	__ Monthly	__ Booking Conference Rooms	
	__ Do Not Use	__ Canceling Meetings	
	__ Familiar With, But Do Not Use	__ Rescheduling Meetings	
Microsoft PowerPoint	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily	__ Creating Presentations And Slides	__ Formatting text
	__ Weekly	__ Opening And Saving Presentations	__ Using Text From Other Applications
	__ Monthly	__ Working With Templates	__ Drawing Objects
	__ Do Not Use	__ Creating/Changing Color Schemes	__ Working With Imported Visuals
	__ Familiar With, But Do Not Use	__ Working With Objects	__ Creating Graphs/Charts
		__ Using Text On Slides	__ Creating Special Effects

Networks/Other	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	__ Daily __ Weekly __ Monthly __ Do Not Use __ Familiar With, But Do Not Use	__ Using Windows File Manager __ Moving Around On The Network __ Opening Shared Network Files __ Savings Files To The Network	__ Creating Directories/Sub-Directories __ Using DOSSHARE